

## Pending Transactions

The Pending Transactions application allows users to View, Print, Download and Update Pending Transactions. Users will only have access to transactions that they have been authorized to view and/or update. Through the Pending Transaction area, users are provided the capability to track and view their transactions while they are being processed, i.e., from the time of initial entry until the transaction is posted to Treasury's Central Accounting System (STAR). When the transaction is posted to STAR, the Fund Balance with Treasury will be update to reflect the transaction.

Section III – Application(s) Requested:

FACTS I (Regulatory SGL) ☐ Online ☐ Bulk NOTES Business Lines: \_\_\_\_\_  
 FACTS II (Primarily Budgetary SGL) ☐ Online ☐ Bulk  
 FMS 224 ☐ Online STATEMENT OF DIFFERENCE ☐ Online  
 FMS 1219/220 ☐ Online UNDISBURSED ☐ Online  
 BFCAL ☐ Online WARRANTS ☐ Online  
**GWA BPD NET** ☐ Online **GWA BPD Reverse NET** ☐ Online  
**GWA BPD Waiver NET** ☐ Online **GWA NET** ☐ Online  
 GWA Warrants ☐ Online **GWA Agreements** ☐ Online

Operating System Used: Win 3.1 Win 95 Win 98 Win NT Win 2000 Win ME OS/90  
 MVS/ESA VM AIX Unix Other \_\_\_\_\_

Section IV – GOALS Marketing Processing Information:

☐ Production  
☐ QA (Pilot)

APPLICATION	PREPARED	ROLES	REVIEWER	DATE
FACTS I (Select Either Primary or Backup and Secondary only on each Primary Prop. <input type="checkbox"/> Backup Prop. <input type="checkbox"/> )	PREPARED <input type="checkbox"/> PREPARED & CFO <input type="checkbox"/>	PREPARED NOTES Only <input type="checkbox"/>	SUPERVISOR <input type="checkbox"/> CFO <input type="checkbox"/>	DCO <input type="checkbox"/> DC <input type="checkbox"/>
FACTS II	PREPARED <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	REVIEWER <input type="checkbox"/>	
FMS 224	PREPARED <input type="checkbox"/>			
FMS 1219/220	PREPARED <input type="checkbox"/>			
BFCAL	PREPARED <input type="checkbox"/>	BFC <input type="checkbox"/>		
BPD	PREPARED <input type="checkbox"/>			
WED	PREPARED <input type="checkbox"/>			
WARRANTS	PREPARED <input type="checkbox"/>			
GWA BPD NET	PREPARED <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA BPD Reverse NET	PREPARED <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA BPD Waiver NET	REVIEWER <input type="checkbox"/>			
GWA NET	PREPARED <input type="checkbox"/>	CERTIFIER <input type="checkbox"/>	AGENCY ALL <input type="checkbox"/>	REVIEWER <input type="checkbox"/>
GWA Warrants	REVIEWER <input type="checkbox"/>			
GWA Agreements	REVIEWER <input type="checkbox"/>			

Section V – FMS Authorization:

COTR Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application Sponsor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Send to: GOALS Marketing Staff  
 Financial Management Service  
 3700 East West Highway, Room 500B  
 Hyattsville, MD 20752  
 Fax Number: 202-474-6179

Prior to entering the Pending Transaction area, you must complete the FMS ESSAS form that is available for download from the GOALS II Website (<http://fms.treas.gov/goals/aboutgoalsii.html>). Pending Transactions is available for all GWA applications. The roles that can be selected are described below:

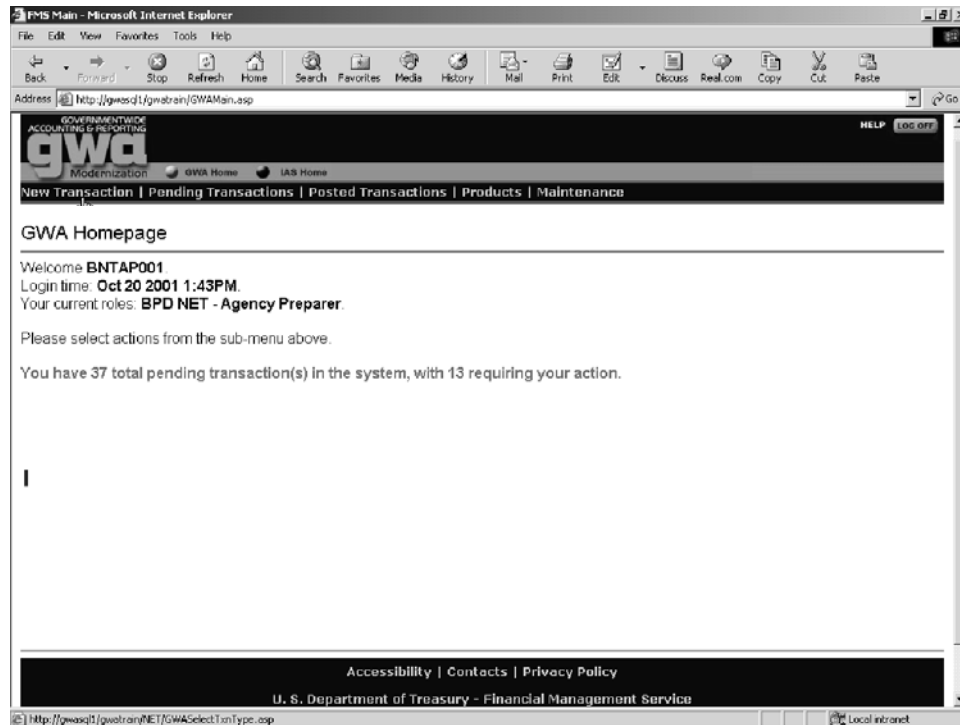
**Agency Preparer** – This role allows the user to enter a new Non-Expenditure Transfer SF-1151 request specific to the requested application(s), edit a request that has not been submitted to their certifying officer, monitor the status of requests that they have completed and to respond to rejections of submitted requests.

**Agency All** – This user role has been defined for those agencies that have limited resources available to separate the duties of both entering and certifying a Non-Expenditure Transfer SF-1151 request. Approval of the request for this role for the GWA BPD NET and GWA BPD Reverse NET applications is contingent upon the requestor having a current signature card on file at the Bureau of the Public Debt for credit reform accounts.

**Agency Certifier** – This role allows the user to certify a Non-Expenditure Transfer SF-1151 request that has been completed by an Agency Preparer within their organization, and to monitor the status of requests that they have certified. Approval of the request for

this role for the GWA BPD NET and GWA BPD Reverse NET applications is contingent upon the requestor having a current signature card on file at the Bureau of the Public Debt for credit reform accounts.

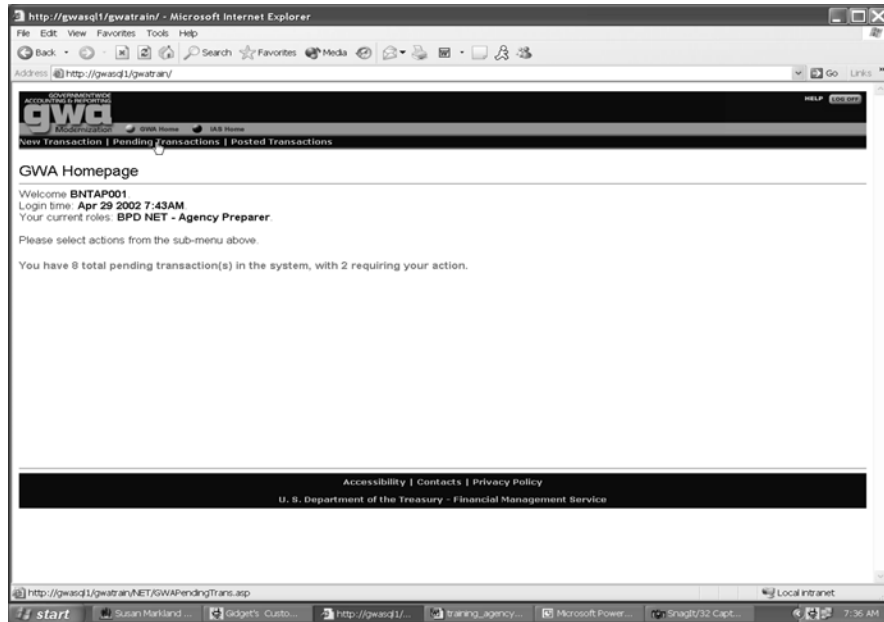
**Agency Reviewer** – This user role allows the participant to monitor the status or view a Non-Expenditure Transfer SF-1151 request after certification by an Agency Certifier within their organization.



When a user enters the GWA Homepage, the total number of Pending Transactions along with the number of Pending Transactions requiring action by the user will be displayed. A Pending Transaction is a transaction that has been initiated by a user and has not yet been posted successfully to Treasury's Central Accounting System (STAR). Transactions will have different STATUSES as they progress from initiation to being Posted. Below is a list and description of the STATUSES a transaction can have:

- **Agency Certified** A transaction was 1) entered by an agency preparer and has been certified by an agency certifier or 2) entered by a user defined as Agency All. The transaction is awaiting action by the Bureau of Public Debt (if transaction is a Borrowing transaction) or the Financial Management Service (if transaction is a regular SF 1151 transaction)
- **Agency Rejected** - The transaction was entered by an agency preparer and has been rejected by an agency certifier and is awaiting action by the agency preparer
- **BPD Approved** - The transaction was entered by an agency preparer or agency all and has been approved by the Bureau of Public Debt.

- **BPD Certified** - The transaction was entered by the Bureau of Public Debt on behalf of an agency and must be approved by a Bureau of Public Debt approver.
- **BPD Rejected** - The transaction was entered by an agency preparer, agency all or BPD preparer and has been rejected by the Bureau of Public Debt approver and is awaiting action by the agency preparer, agency all or BPD preparer
- **Finished** - The transaction has been completed by a preparer and is awaiting action by the agency certifier.
- **FMS Approved** – The transaction has been approved by FMS but must be approved by FMS publications prior to posting.
- **FMS Certified** – The transaction has been certified by the FMS analyst and is awaiting action by the FMS supervisor.
- **FMS Rejected** – The transaction has been rejected by the FMS analyst or the FMS supervisor and has been returned to the preparer for action.
- **New** - The transaction is in the process of being created
- **Star Interface** - The transaction has been approved for transmission to STAR
- **Pending Reversal** – The transaction is in the process of being reversed.
- **Posted** – The transaction has been posted to Treasury’s Central Accounting System (STAR)
- **Publications Rejected** – The transaction has been rejected by the FMS publication supervisor and has been returned to the preparer for action.
- **Reversed** – The transaction has been reversed
- **Saved** - The transaction has been entered and saved by the user for completion at a later time
- **STAR Rejected** - The transaction has been rejected by STAR and is awaiting action of the preparer



- To view all pending transactions, click on **Pending Transactions** with the left mouse button.

Pending Transactions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://gwasd1/gwastran/NET/GWAPendingTrans.asp

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Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input checked="" type="radio"/>	DE7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	0C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input checked="" type="radio"/>	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	D7AA...	(85)	Finished	4/25/2002	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit	ABC123

Local intranet

start Susan Harland... Gadget's Cuto... Pending Transa... Training Agency... Microsoft Power... Shaggy32 Capt... 7:37 AM

The Pending Transactions page will be displayed with filter and download features at the top portion of the screen.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaappl1rdev.fms.treas.gov/gwadev/NET/GWAPendingTrans.asp

-	CF92...	6900/010119	STAR Interface	4/29/2002 10:58:41 AM	072001	Authority Transfer	90,000.00	55 USC 3456	dawn0401
-	9A28...	36011114	STAR Interface	4/29/2002 10:26:20 AM	082001	Capital Transfer	200.00	12 USC 2345	LL cxfer1301
-	D394...	3694/950160	STAR Interface	4/29/2002 10:13:48 AM	072001	Capital Transfer	2,300.00	PL 345-12345	LL cxfer1201
-	898E...	36001114	STAR Interface	4/29/2002 9:16:30 AM	072001	Capital Transfer	2,201.00	PL 345-12345	LL cxfer1101
-	772C...	3601/030183	STAR Interface	4/29/2002 9:11:25 AM	082001	Capital Transfer	2,200.00	PL 345-12345	LL cxfer1001
-	882A...	3601/020160	STAR Interface	4/29/2002 8:55:14 AM	082001	Capital Transfer	2,000.00	PL 342-12345	LLcxfer0801
-	5A3C...	360000128	STAR Interface	4/26/2002 5:00:26 PM	072001	Capital Transfer	1,000.00	PL 345-12345	LL cxfer0801
-	EE48...	86970200	STAR Interface	4/26/2002 4:01:40 PM	072001	Capital Transfer	1,205.00	PL 222-12345	LL cxfer0601
-	7012...	68018145	STAR Interface	4/26/2002 3:01:23 PM	082001	Authority Transfer	475,000.00	PL 123-123	dawnAXFER0301
-	861C...	(92)86X4097	Pubs Rejected	4/26/2002 2:58:45 PM	072001	Borrowing from Federal Finance Bank	650.00	PL 123-456	sw flfb0501
-	E5F1...	7396/971154	STAR Interface	4/26/2002 2:43:37 PM	082001	Capital Transfer	1,200.00	PL 222-12345	LL Cxfer0501
-	F3B5...	3600/010151	STAR Interface	4/26/2002 2:06:19 PM	072001	Capital Transfer	7,500.01	PL 111-12345	LL cxfer0401
-	A49E...	73X4156	STAR Interface	4/26/2002 1:48:13 PM	082001	Capital Transfer	7,500.01	PL 145-12345	cxfer0301

Update

Next 15 transactions ->

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U. S. Department of the Treasury - Financial Management Service

http://gwaappl1rdev.fms.treas.gov/gwadev/NET/GWAPendingTrans.asp

start Workspace 2 Microsoft training\_agent... training\_agent... Snagit/32 Ca... Pending Tran... 12:06 PM

The lower part of the screen displays all pending transactions **for all applications** that the user is authorized to view or update. A transaction with a radio button in the Select column will be available to the user to update. The user can only view a transaction that does not contain a radio button.

The list will contain up to 15 transactions. If there are more than 15 pending transactions, a link, **Next 15 Transactions ->**, will be displayed.

- To view the next 15 transactions, click on **Next 15 Transactions ->**.



Pending Transactions - Microsoft Internet Explorer

Address: http://gwaappl1rdev.fms.treas.gov/gwadev/NET/GWAPendingTrans.asp

-	C081...	(92)73X4154	STAR Interface	4/26/2002 8:46:58 AM	072001	Borrowing from Federal Finance Bank	3,500.00	PL 123-456	swffb0301
-	7CEE...	(92)86X4098	STAR Interface	4/26/2002 8:13:18 AM	072001	Borrowing from Federal Finance Bank	300.00	PL 123-456	SWFFB0201
-	04D0...	(92)69X4411	STAR Interface	4/26/2002 7:55:03 AM	072001	Borrowing from Federal Finance Bank	1,500.00	PL 123-456	swffb0101
-	8703...	58980103	STAR Interface	4/25/2002 2:43:04 PM	082001	Authority Transfer	5,000.00	PL 234-856	dawnaxfer01
o	194C...	2096/971801	FMS Approved	4/23/2002 4:07:35 PM	072001	Balance Transfer	75.00	PL 123-tst	edit15stt
-	C088...	58980103	STAR Interface	4/19/2002 2:06:55 PM	072001	Authority Transfer	5,000.00	PL 123-321	prepNedit41
-	7A05...	7300/011154	Saved	4/18/2002 4:49:49 PM	082001	Balance Transfer	400,000.00	PL 123-456	NormikaBXXFER2001
o	9691...	60X0113	FMS Approved	4/18/2002 4:18:22 PM	072001	Authority Transfer	5,500.00	PL 109-985	wjftst16
-	AE39...	58000105	STAR Interface	4/18/2002 3:52:12 PM	082001	Authority Transfer	70,000.00	433 STAT 860	wjftst15
o	A932...	86X0206	FMS Approved	4/18/2002 3:38:47 PM	072001	Authority Transfer	1,000.00	401 STAT 888	wjftst14
-	FA35...	73000200	STAR Interface	4/18/2002 2:52:03 PM	082001	Authority Transfer	50,000.00	22 USC 5291	wjftst13

Update

<- Previous 15 transactions    Next 15 transactions ->

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U. S. Department of the Treasury - Financial Management Service

http://gwaappl1rdev.fms.treas.gov/gwadev/NET/GWAPendingTrans.asp

The next set of transactions are displayed.

- To view the next 15 transactions, click on **Next 15 Transactions ->**.
- To return to the transactions on the previous page, click on **<- Previous 15 Transactions**.

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept. Reg.:  Legal Authority:

☒ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DEFCS...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	OC9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	D7AA...	(85)	Finished	4/25/2002	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit	ABC123

## Filtering Transactions

### Filter Transactions by Transaction Type

To filter the list of pending transactions,

- Click on the drop down Arrow next to the **Transaction Type** box with the left mouse button.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwasd1/gwastran/NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DE7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	9C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	AA88...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	D7AA...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

Local intranet

- Next, click on the **Transaction Type** that you want to filter by with the left mouse button.

**Note:** The **Transaction Type** is displayed with the transactions in the Pending List.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaad.ligwastran.NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input checked="" type="radio"/>	DFZC...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	OC9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input checked="" type="radio"/>	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	DTAA...	(85)	Finished	4/25/2002	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit	ABC123

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- Click on the **Submit** button with the left mouse button.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwad11gwabrn/NET/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DE7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
o	OC9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14	(95)	Finished	4/18/2002	042001	Credit Reform	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

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The Pending Transaction list will be displayed containing transactions meeting the filter criteria.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaad1/gwaad1/NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Credit Reform Borrowing Status: Requires Action:

Dept Reg: Account: FINISHED Authority:

Submit Clear Refresh

Update ✓ = transaction checked out by another user Download Options: Text XML Excel

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DE7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
o	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14	(95)	Finished	4/18/2002	042001	Credit Reform	10.00	2 USC 661(d) - Federal Credit	

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## Filter Transactions by Status

- To filter the list of pending transactions, click on the drop down Arrow next to the **Status** box with the left mouse button.

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Priority:

☒ = transaction checked out by another user

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input checked="" type="radio"/>	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input checked="" type="radio"/>	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	D7AA...	(85)	Finished	4/25/2002	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit	ABC123

Next click on the **Status** that you want to filter by with the left mouse button.

**Note:** The **Current Status** is displayed with the transactions in the Pending List

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaod1/gwaod1/NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input checked="" type="radio"/>	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	0C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input checked="" type="radio"/>	AA8B...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	DTAA...	(85)	Finished	4/25/2002	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit	ABC123

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- Click on Submit with the left mouse button.



Pending Transactions - Microsoft Internet Explorer

Address: http://gwand1/gwastran/NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:


✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14...	(95) 11X4122	Finished	4/18/2002 9:25:50 AM	042001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

start Susan Markland ... Gidget's Custa... Pending Transa... training\_agency... Microsoft Power... Local intranet 8:25 AM

The Pending Transaction list will be displayed containing transactions meeting the filter criteria.



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Modernization

**GWA Training Guide**

Pending Transactions

**Pending Transactions - Microsoft Internet Explorer**

Address: http://gwad.lgwatran.NET/GWAPendingTrans.asp

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**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Credit Reform Borrowing

Status:

Requires Action:

Dept Reg:

Account:

Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	DEZC...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	OC9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
<input type="radio"/>	7E14	(95)	Finished	4/18/2002	042001	Credit Reform	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

## Filter Transactions by Requires Action

A transaction requiring action by the user will have a radio button in the Select column. A transaction that does not contain a radio button in the select column does not require action by the user.

To filter the list of pending transactions,

- Click on the drop down Arrow next to the **Requires Action** box with the left mouse button.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwad.lgwatran.NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Credit Reform Borrowing Status: Requires Action: YES NO

Dept Reg: Account: Legal Authority: YES NO

Submit Clear Refresh

Update ✓ = transaction checked out by another user Download Options: Text CSV Excel

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DEZC...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	OC9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14	(95)	Finished	4/18/2002	042001	Credit Reform	10.00	2 USC 661(d) - Federal Credit	

start Susan Markland ... Gidget's Custo... Pending Transa... training\_agency... Microsoft Power... Snagit/32 Capt... 7:57 AM

- Next, click on **Yes** (transaction(s) will have a radio button and require user action) or **No** (transaction(s) will not have a radio button and do not require user action).

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaad11gwatran/NET/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action: ☒ YES

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	0C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14	(95)	Finished	4/18/2002	042001	Credit Reform	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

http://gwaad11gwatran/NET/GWAPendingTrans.asp

start Susan Markland... Gadget's Custo... Pending Transa... training\_agency... Microsoft Power... Snad/32 Capit... Local intranet 7:57 AM

- Click on the **Submit** button with the left mouse button.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwad11gwatran.NET/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Credit Reform Borrowing Status: Requires Action: YES

Dept Reg: Account: Legal Authority:

Submit Clear Refresh

Update ✓ = transaction checked out by another user Download Options: Text XML Excel

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

Update

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U. S. Department of the Treasury - Financial Management Service

Local intranet

start Susan Markland... edget's Custo... Pending Transa... training\_agency... Microsoft Power... Snagit/32 Capt... 7:59 AM

The Pending Transaction list will be displayed containing transactions meeting the filter criteria.

**Note:** the available radio button denotes the transactions that require action by the user.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaod1gwetransnet/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Credit Reform Borrowing Status: FINISHED Requires Action:

Dept Reg: 11 Account: Legal Authority:

Submit Clear Refresh

✓ = transaction checked out by another user

Download Options: Text CSV MS Excel

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DEFZ...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14...	(95) 11X4122	Finished	4/18/2002 9:25:50 AM	042001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

start Susan Markland ... Gidget's Custo... Pending Transa... Training Agency... Microsoft Power... Snagit/32 Capt... Local intranet 8:30 AM

## Filter Transactions by Department Regular (Dept Reg)

To filter the list of pending transactions, click on the drop down Arrow next to the **Dept Reg** box with the left mouse button.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaod1/gwastran/NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Credit Reform Borrowing Status: FINISHED Requires Action:

Dept Reg:  Account:  Legal Authority:

11

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DE7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14...	(95) 11X4122	Finished	4/18/2002 9:25:50 AM	042001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

Local intranet

start Susan Markland ... Gidget's Cuto... Pending Transa... training\_agency... Microsoft Power... Snagit/32 Capt... 8:31 AM

- Next click on the **Dept Reg** that you want to filter by with the left mouse button.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwasd1/gwastran/NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14...	(95) 11X4122	Finished	4/18/2002 9:25:50 AM	042001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

http://gwasd1/gwastran/NET/GWAPendingTrans.asp

start Susan Markland ... Gadget's Custo... Pending Transa... Training Agency... Microsoft Power... Snagit/32 Capt... Local intranet 8:32 AM

- Click on the **Submit** button with the left mouse button



Pending Transactions - Microsoft Internet Explorer

Address: http://gwadgl/gwa/anyNET/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14...	(95) 11X4122	Finished	4/18/2002 9:25:50 AM	042001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

Done Local intranet

start Susan Markland ... Gidget's Custa... Pending Transa... training\_agency... Microsoft Power... Snagit/32 Capt... 8:33 AM

The Pending Transaction list will be displayed containing transactions meeting filter criteria.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaod11gwatran/NET/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

Submit Refresh

Update ✓ = transaction checked out by another user Download Options:  Text  XML  Excel

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

Update

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## Filter Transactions by Account

- To filter the list of pending transactions, click on the drop down Arrow next to the **Account** box with the left mouse button. Accounts from the list of pending transactions will be displayed.

Pending Transactions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://gwastd1/gwastran/NET/GWAPendingTrans.asp

GOVERNMENTWIDE ACCOUNTING & REPORTING **gwa** HELP Log Out

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

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U. S. Department of the Treasury - Financial Management Service

Local intranet

start Susan Martland... gadget's Custo... Pending Transa... trainingagency... Microsoft Power... Snagit/32 Capt... 8:04 AM

- Next, click on the **Account** that you want to filter by with the left mouse button.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwad31/gwa/tra/NET/GWAPendingTrans.asp

GOVERNMENTWIDE ACCOUNTING & REPORTING **gwa** Modernization

Home - Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account: (95)11X4122 Legal Authority:

✓ = transaction checked out by another user Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

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http://gwad31/gwa/tra/NET/GWAPendingTrans.asp

start Susan Markland Gadget's Custo Pending Transa training\_agency Microsoft Power Snagit/32 Capt 8:04 AM

- Click on the **Submit** button with the left mouse button

Pending Transactions - Microsoft Internet Explorer

Address: http://gwad11/gwa/an/NET/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account: (95)11X4122 Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	0C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	60AB...	(95) 11X4122	Finished	4/25/2002 11:12:26 AM	032002	Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	41AC...	(95) 11X4122	Finished	4/24/2002 9:14:06 AM	102001	Credit Reform Borrowing	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-
-	7E14	(95)	Finished	4/18/2002	042001	Credit Reform	10.00	2 USC 661(d) - Federal Credit Reform Act of 1990	-

Local intranet

The Pending Transaction list will be displayed containing transactions meeting the filter criteria.

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ transaction checked out by another user

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9E	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

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## Filter Transactions by Legal Authority

- To filter the list of pending transactions, click on the drop down Arrow next to the **Legal Authority** box with the left mouse button.

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

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U. S. Department of the Treasury - Financial Management Service

- Next, click on the **Legal Authority** that you want to filter by with the left mouse button.

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ = transaction checked out by another user

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9E... (95) 11X4122		Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

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U. S. Department of the Treasury - Financial Management Service

- Click on the **Submit** button with the left mouse button.



Pending Transactions - Microsoft Internet Explorer

Address: http://gwad.ligweb.ny.net/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Credit Reform Borrowing Status: Requires Action: YES

Dept Reg: Account: Legal Authority: 2 USC 661(d) - Federal Credit Reform Act of 1990

Submit Clear Refresh

Update ✓ = transaction checked out by another user Download Options: Test DB Cost

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

Update

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start Susan Martland ... Pending Transa... training\_agency... Microsoft Power... 8:02 AM

The Pending Transaction list will be displayed containing transactions meeting the filter criteria.

The screenshot shows the 'Pending Transactions' web application in a Microsoft Internet Explorer browser. The address bar shows the URL: <http://gwad1/gwa/ran/NET/GWAPendingTrans.asp>. The page title is 'Pending Transactions - Microsoft Internet Explorer'. The application header includes the GWA logo and navigation links like 'Home', 'Pending Transactions', and 'Help'. Below the header, there's a section titled 'Pending Transactions' with a filter instruction: 'Select a Pending Transaction from the list or enter one or more properties to filter by:'. The filter section contains several dropdown menus: 'Transaction Type' (set to 'Credit Reform Borrowing'), 'Status' (set to 'SAVED'), 'Requires Action' (set to 'YES'), 'Dept Reg' (set to '11'), 'Account' (set to '(95)11X4122'), and 'Legal Authority' (set to '2 USC 661(d) - Federal Credit Reform Act of 1990'). Below these filters are buttons for 'Submit', 'Clear', and 'Refresh'. An 'Update' button is also present. A note indicates '✓ = transaction checked out by another user'. Below the filters is a table with columns: 'Select', 'Control Number', 'Account', 'Current Status', 'Submission Date', 'Accounting Period', 'Transaction Type', 'Amount', 'Legal Authority', and 'Agency Ref #'. The table contains four rows of data. The first row is selected with a radio button. The second row has an unselected radio button. The third and fourth rows have selected radio buttons. The table footer shows the URL and a 'Local intranet' icon. The taskbar at the bottom shows the 'start' button and several open applications: 'Susan Markland...', 'Gadget's Custo...', 'Pending Transa...', 'training\_agency...', 'Microsoft Power...', and 'Snagit/32 Capt...'. The system clock shows '8:45 AM'.

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input checked="" type="radio"/>	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	QC9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input checked="" type="radio"/>	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment: Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input checked="" type="radio"/>	DTAA...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment: Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

Various combinations of the filters can be used to obtain a desired result.

Pending Transactions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://gwadUgwabamNET/GWAPendingTrans.asp

GOVERNMENTWIDE ACCOUNTING & REPORTING **gwa** Modernization

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type: Credit Reform Borrowing Status: SAVED Requires Action: YES

Dept Req: 11 Account: (95)11X4122 Legal Authority: 2 USC 661(d) - Federal Credit Reform Act of 1990

Submit Clear Refresh

Update ✓ = transaction checked out by another user Download Options: Text XML Excel

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	0C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

Update

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U. S. Department of the Treasury - Financial Management Service

start Susan Markland ... Gidget's Custo... Pending Transa... Training Agency... Microsoft Power... Non-Snag/32 Capt... 8:45 AM

After submitting the request, the Pending Transaction list will be displayed containing transactions meeting the filter criteria.

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	OC9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	AA8B...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	DTAA...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

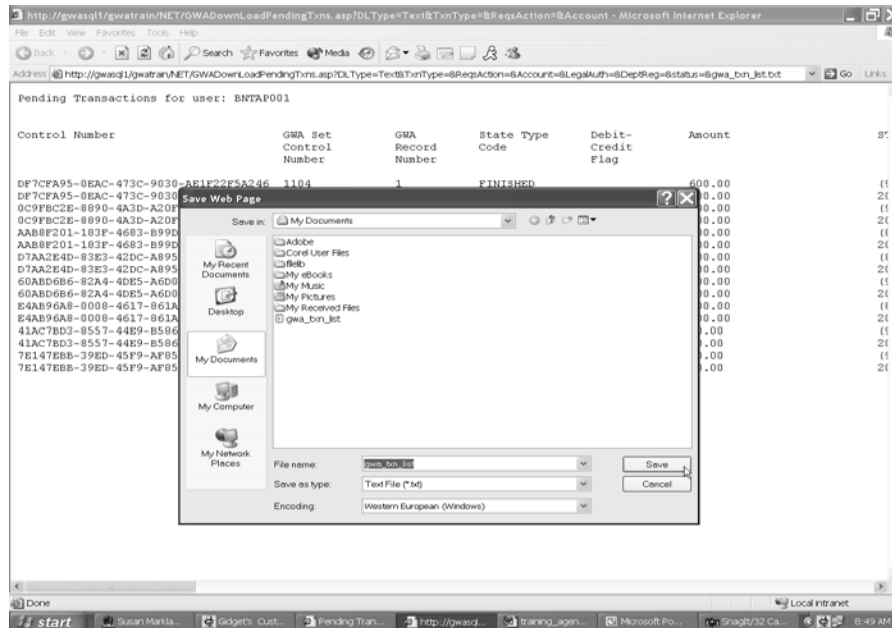
## Download Pending Transactions

The Three download options are displayed under the filter section, to the right of the screen. This feature will allow the user to download **the detail transactions** for all transaction appearing in the pending list.

**Note:** All detail transaction for the transaction contained in the list will be downloaded. To refine the transactions to be downloaded, use the filtering capability.

## Downloading GWA Text Reports

- First, Click on the **Text** file format with the left mouse button



A separate browser window will appear

- Select **File - Save As** from your **browser menu**
- Verify or enter a **file name**
- Select the Directory where you want to save the file
- Select **Save**

The detail transactions are now downloaded to your computer in the text format

Pending Transactions for user: BNTAF001

Control Number	GWA Set Control Number	GWA Record Number	State Type Code	Debit-Credit Flag
DF7CFA95-0EAC-473C-9030-AE1F22F5A246	1104	1	FINISHED	
DF7CFA95-0EAC-473C-9030-AE1F22F5A246	1104	2	FINISHED	
0C9FBC2E-8890-4A3D-A20F-336140A8C12C	1103	1	SAVED	
0C9FBC2E-8890-4A3D-A20F-336140A8C12C	1103	2	SAVED	
AAB8F201-183F-4683-B99D-0A5915910618	1100	1	FINISHED	
AAB8F201-183F-4683-B99D-0A5915910618	1100	2	FINISHED	
D7AA2E4D-83E3-42DC-A895-E8CBDDF8FAD8	1099	1	FINISHED	
D7AA2E4D-83E3-42DC-A895-E8CBDDF8FAD8	1099	2	FINISHED	
60ABD6B6-82A4-4DE5-A6D0-D1D93B236CB9	1098	1	FINISHED	
60ABD6B6-82A4-4DE5-A6D0-D1D93B236CB9	1098	2	FINISHED	
E4AB96A8-0008-4617-861A-984222A9A468	1097	1	SAVED	
E4AB96A8-0008-4617-861A-984222A9A468	1097	2	SAVED	
41AC7BD3-8557-44E9-B586-FE47453C3838	1096	1	FINISHED	
41AC7BD3-8557-44E9-B586-FE47453C3838	1096	2	FINISHED	
7E147EBB-39ED-45F9-AF85-E06892DFD06F	1068	1	FINISHED	
7E147EBB-39ED-45F9-AF85-E06892DFD06F	1068	2	FINISHED	

- After saving the information, Close the window by clicking on the X in the top right corner or select **File - Close** from your browser menu

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ transaction checked out by another user

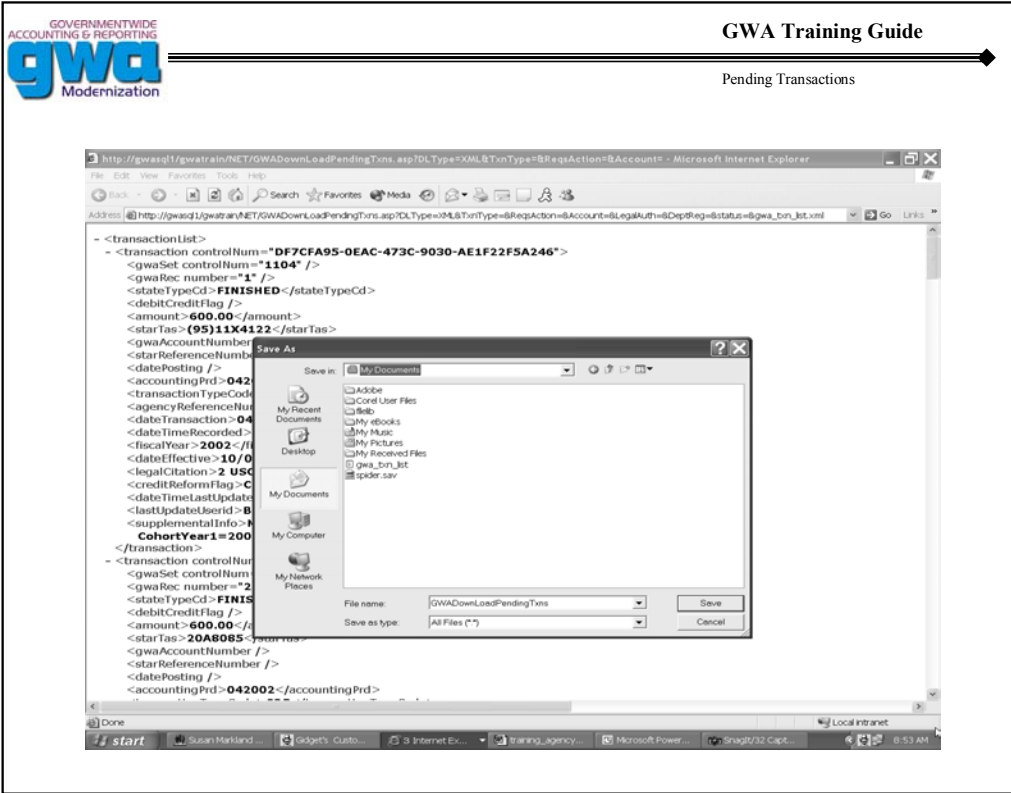
Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
o	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	D7AA...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

start Susan Morla... Gadget's Cust... Pending Tran... http://gwa... training\_ag... Microsoft Po... Local intranet 8:51 AM

## Downloading GWA XML Reports

- First, Click on the **XML** file format with the left mouse button

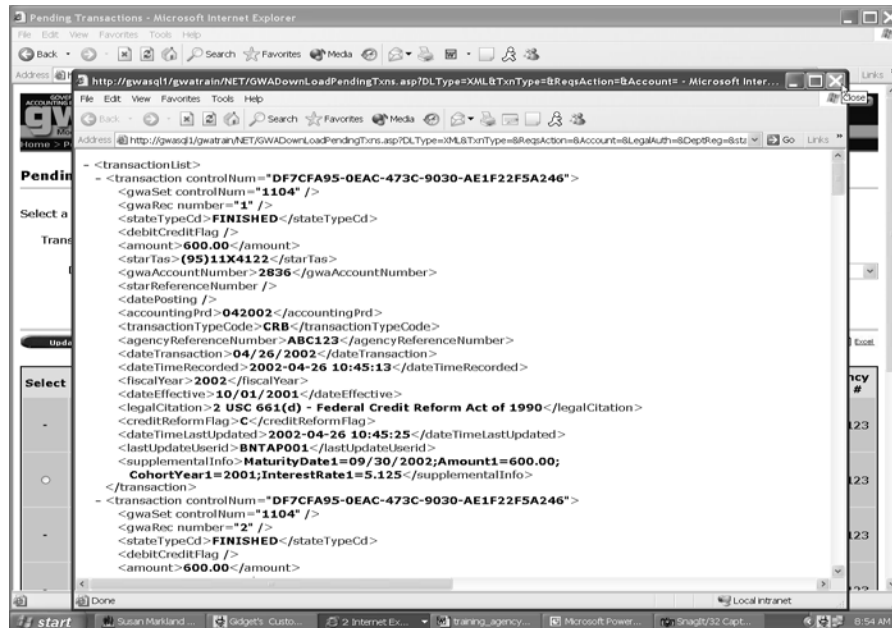


A separate browser window will appear

- Select **File - Save As** from your **browser menu**
- Select the Directory where you want to save the file
- Verify or enter a **file name**
- Select **Save**

The detail transactions are now downloaded to your computer in the XML format





- After saving the information, close the window by clicking on the X in the top right corner or select **File - Close** from your browser menu

Pending Transactions - Microsoft Internet Explorer

Address: http://gwad11gwatran1NET/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ = transaction checked out by another user

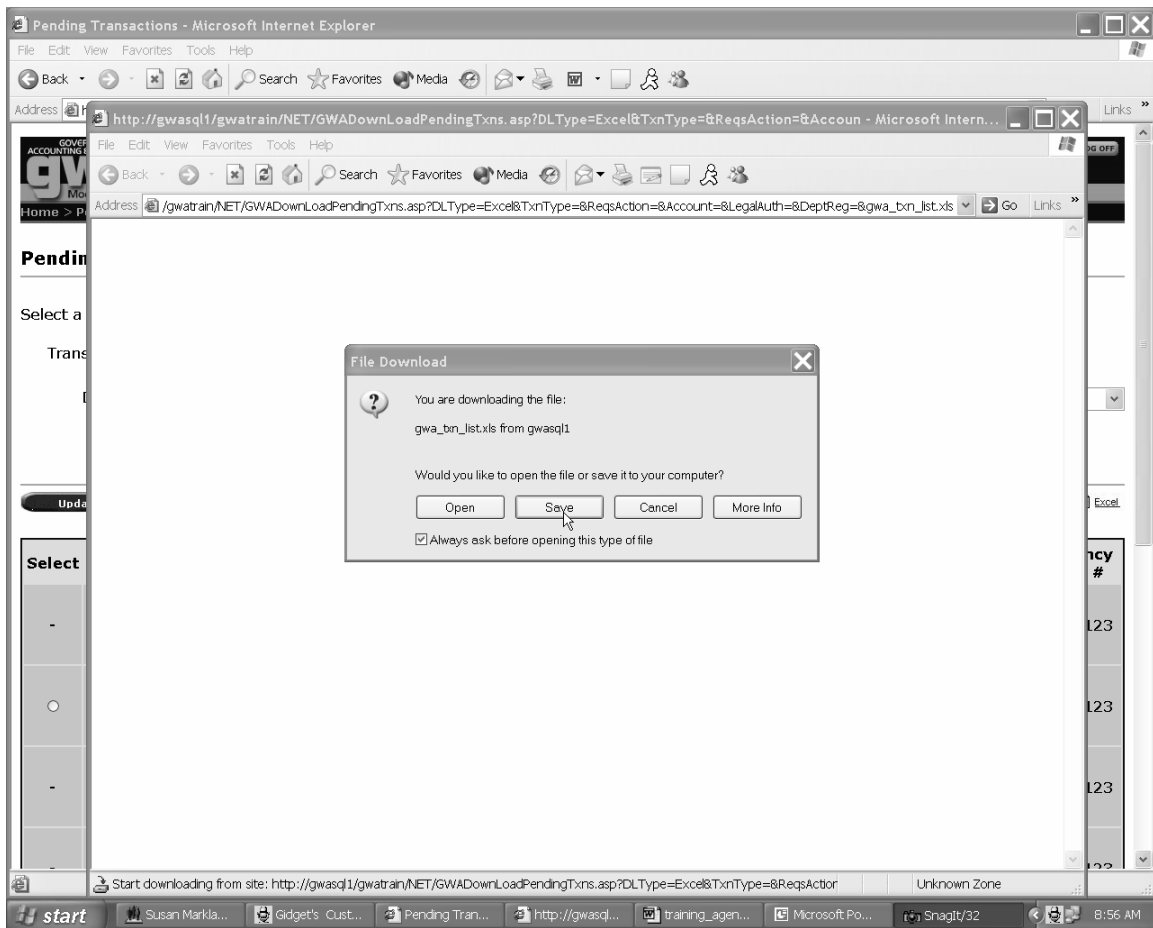
Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	OC9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	AA8B...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	DTAA...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123

start Susan Markland... Gadget's Custo... Pending Transa... training\_agency... Microsoft Power... Snad2/32 Capit... 8:54 AM

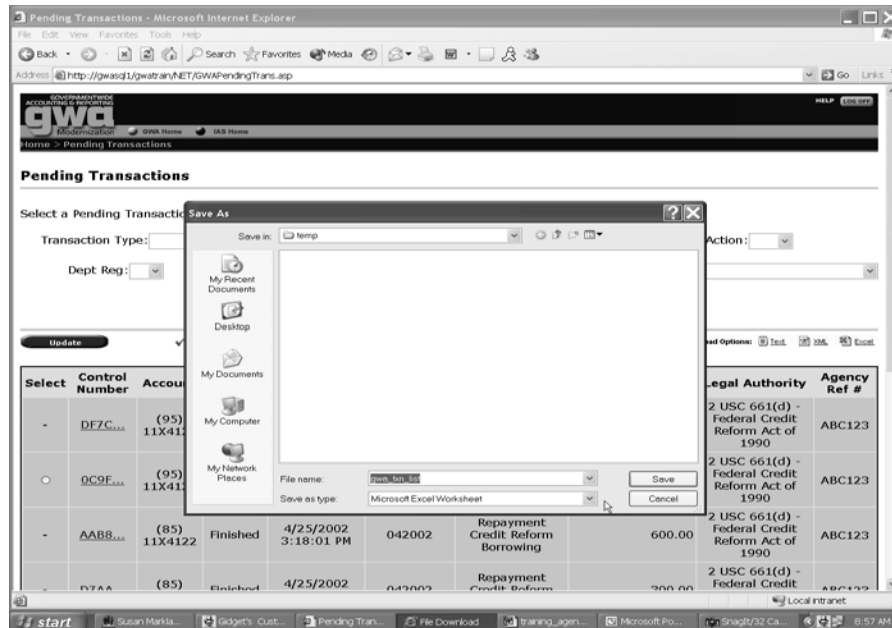
## Downloading GWA CSV Reports to Excel

- First, Select the **Excel** file format from the application screen.

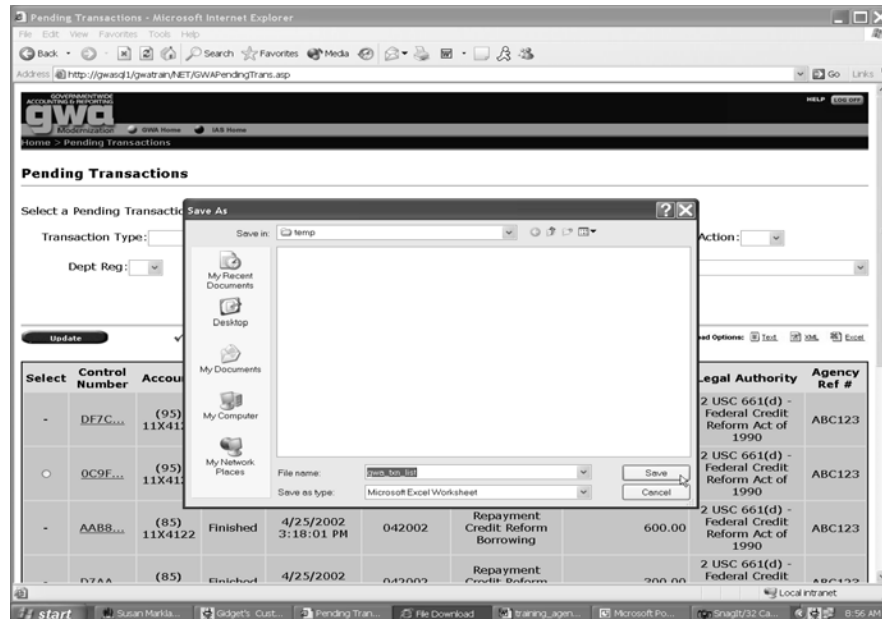


A File Download dialogue box will appear

- Select **File - Save** from the dialogue box.



- Verify or enter a **file name**
- Verify or change the **directory**
- Select the Microsoft Excel Workbook file format from the **Save as type** menu



- Select **Save**

The detail transactions are now downloaded to your computer in the Excel format

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

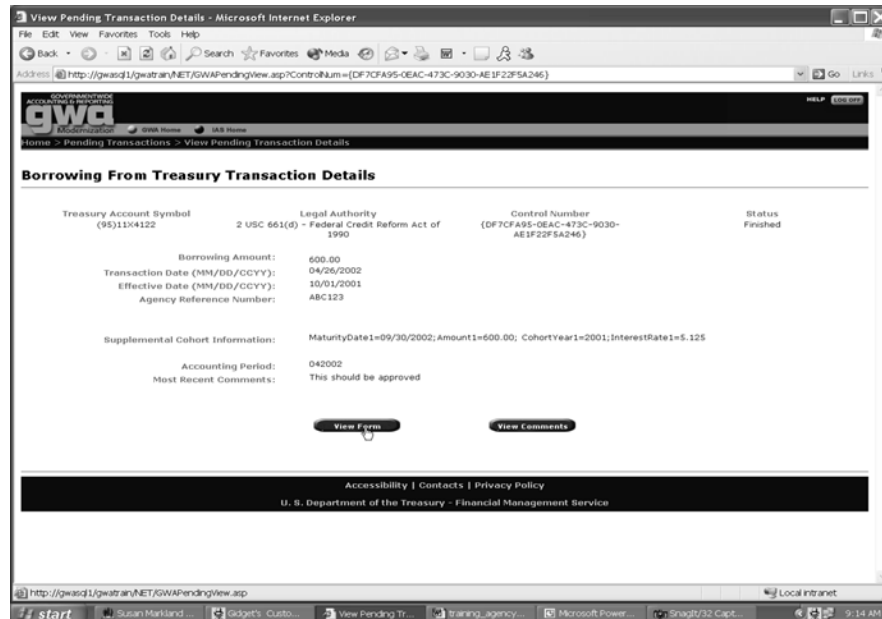
☒ = transaction checked out by another user

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input checked="" type="radio"/>	DE7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input checked="" type="radio"/>	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	07AA...	(85)	Finished	4/25/2002	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit	ABC123

## View Pending Transaction Details

There will be occasions when a user wants to view transactions in a safe mode that does not allow for update or change. The next few pages will cover the procedures to view a transaction that does not allow for update.

- To begin, move the cursor over the Control Number of the desired transaction and click the left mouse button



After the Control Number is clicked, the **Borrowing From Treasury Transaction Details** page is presented.

- From this screen, the transaction can be viewed in the 1151 format by clicking on the **View Form** button.

**Note:** To return to the Pending Transaction list, select on the **Pending Transactions** from the menu bar or press the back button on the browser

**NONEXPENDITURE TRANSFER AUTHORIZATION**

Transfer From:  
Dept:  
Bureau:

Transfer To:  
Dept:  
Bureau:

Account Symbol:	Amount:	Account Symbol:	Amount:
20A0085	\$600.00	(95)11X4122	\$600.00

Transaction Date: 04/26/2002  
Effective Date: 10/01/2001

Amount 1: 600.00  
Maturity Date 1: 09/30/2002  
Interest Rate 1: 5.125  
Cohort Year 1: 2001

Transfer FROM Total: 600.00  
Transfer TO Total: 600.00

Transaction Initiator: BNTAP001  
Agency Certifying Officer:  
Agency Approving Officer:

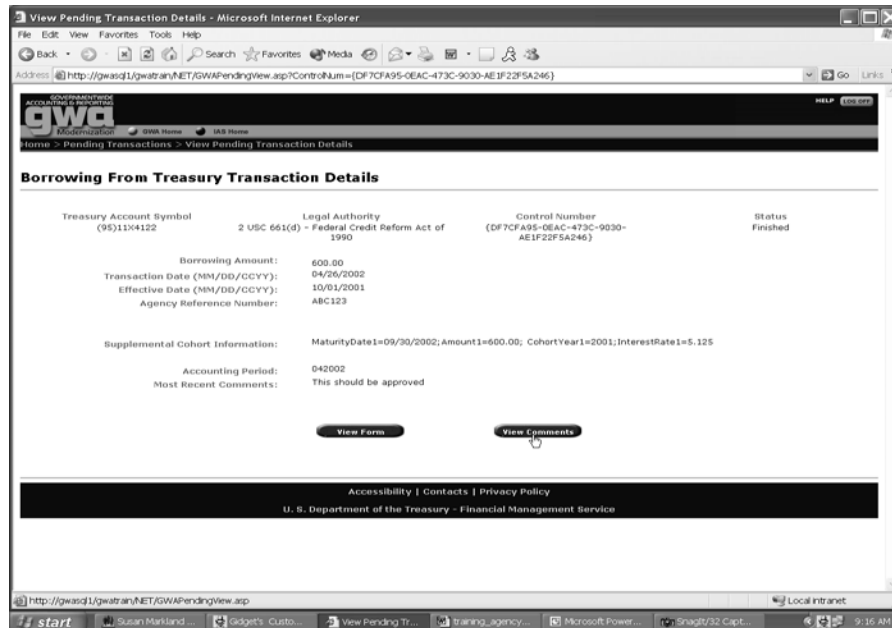
**AUTHORITY**  
2 USC 661(d) - Federal Credit Reform Act of 1990  
The above transfer is proper under the authority cited

After the **View Form** button is clicked, a new window showing the **Non-Expenditure Transfer Authorization** will be displayed.

From this screen,

- To close the window, click on the **X** at the top right hand corner of the window
- To print, select the printer icon from the **Browser** menu.

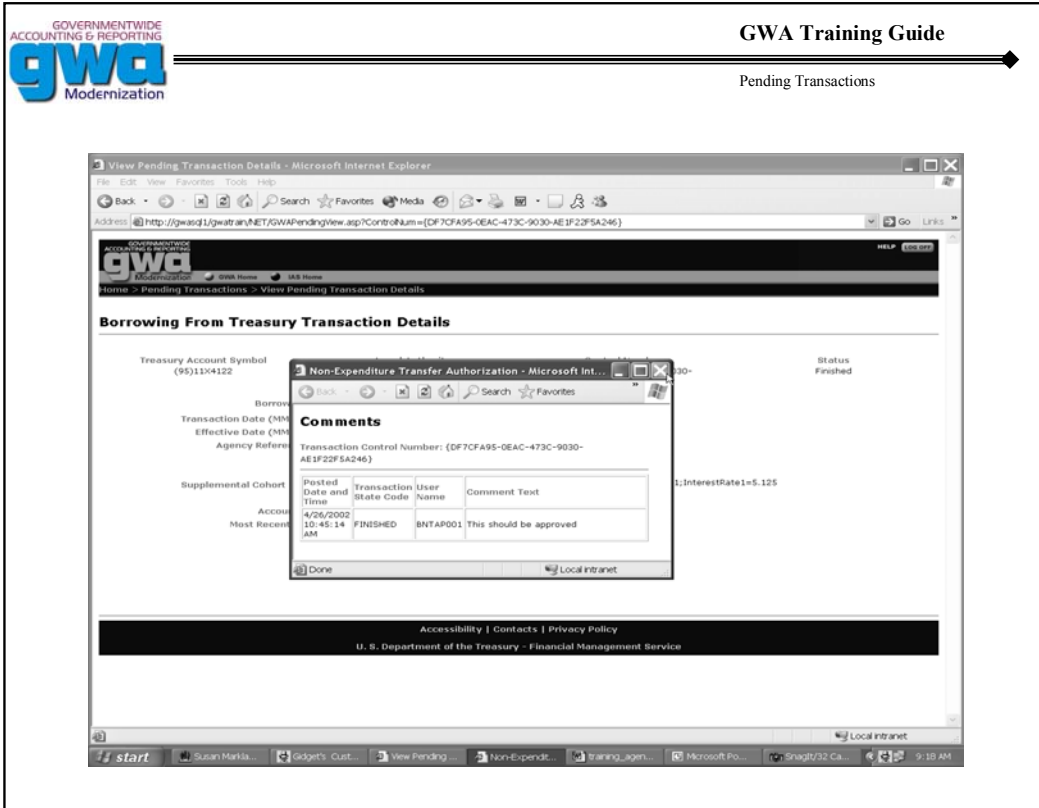




After the Control Number is clicked, the **Borrowing From Treasury Transactions Details** page is presented.

- From this screen, the comments can be viewed by clicking on the **View Comments** button.

**Note:** To return to the Pending Transaction list, select on the **Pending Transactions** from the menu bar or press the back button on the browser



After the View Comments button is clicked, a new window showing the comments will be displayed. The **Transaction Control Number**, **Posted Date and Time**, **Transaction State Code (a.k.a Status Code)**, **User Name** and **Comment Text** will be populated with information associated with the transaction.

From this screen,

- To close the window, click on the **X** at the top right hand corner of the window
- To print, select the printer icon from the **Browser** menu.

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	0C9F...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	AA8B...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	D7AA	(85)	Finished	4/25/2002	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit	ABC123

## Update Pending Transactions

A transaction requiring updating by the user will have a radio button in the Select column. A transaction that does not contain a radio button in the select column does not require action by the user. Users that can update transaction fall into two general categories, **Preparers** and **Certifiers/Approvers**. Two examples will be presented, one for **Preparers** and another for **Certifiers/Approvers**.

### Preparer Example

Preparers will need to update transactions when 1) a transaction was previously saved and needs to be retrieved for completion and 2) a transaction was rejected by a certifier/approver or STAR. The information in the Current Status field will allow the user to see why the transaction needs updating, i.e., saved, rejected, etc.

- To begin, move the cursor over the radio button of the desired transaction and click the left mouse button. A black dot will appear in the radio button to indicate your selection.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwad11gwatran1NET/GWAPendingTrans.asp

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	0C9E...	(95) 11X4122	Saved	4/26/2002 10:41:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	D7AA...	(85) 11X4122	Entered	4/25/2002	042002	Repayment Credit Reform	600.00	2 USC 661(d) - Federal Credit	ABC123

http://gwad11gwatran1NET/GWAPendingApprove.asp

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- Go to the bottom or top of the page and click on the **Update** button with the left mouse button.

**Borrowing From Treasury - Borrowing - Credit Reform**

Treasury Account Symbol (95)11X4122	Legal Authority 2 USC 661(d) - Federal Credit Reform Act of 1990	Control Number (0C9FBC2E-8B90-4A3D-A20F-336140ABC12C)	Status SAVED
----------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------	-----------------

✓Indicates Required Field

✓Borrowing Amount: 600.00

✓Transaction Date (MM/DD/CCYY): 04/26/2002

✓Effective Date (MM/DD/CCYY): 10/01/2001

✓Accounting Period(MMCCYY): 042002

Agency Reference Number: ABC123

✓Supplemental Information: (formatting instructions)  
MaturityDate1=08/31/2005;Amount1=600.00;  
InterestRate1=5.125

Comment:

Save Incomplete Finished Cancel View Comments

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U. S. Department of the Treasury - Financial Management Service

After the **Update** button is clicked, the transaction that requires updating is displayed. The **Status** field will allow the user to see why the transaction needs updating. In this example, the user previously saved the transaction and is now completing it. If a transaction is rejected, the same update procedures are followed.

**Note:** Once this update screen is displayed, the user should follow the procedures described in the **New Transaction** section. The process to enter and the validation for the transaction are contained there.

**Note:** Reject reasons and comments can be viewed by clicking on the View Comments button.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwasql1gwatrain/NET/GWAPendingTrans.asp

GOVERNMENTWIDE ACCOUNTING & REPORTING **gwa** Modernization

Home > Pending Transactions

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	D7AA...	(85) 11X4122	Finished	4/25/2002 2:14:14 PM	042002	Repayment Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	60AB...	(95)	Finished	4/25/2002	032002	Credit Reform	300.00	2 USC 661(d) - Federal Credit	ABC123

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### Certifier/Approver Example

Certifiers and Approvers will certify, approve or reject transactions through the Pending Transaction area. The information in the Current Status field will allow the user to see why the transaction needs updating.

- To begin, click on the Radio button under the Select column next to the transaction that needs updating.

Pending Transactions - Microsoft Internet Explorer

Address: http://gwasd1/gwastran/NET/GWAPendingTrans.asp

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
<input type="radio"/>	DF7C...	(95) 11X4122	Finished	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	AAB8...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	D7AA...	(85) 11X4122	Finished	4/25/2002 2:14:14 PM	042002	Repayment Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	60AB	(95)	Finished	4/25/2002	032002	Credit Reform	300.00	2 USC 661(d) - Federal Credit	ABC123

http://gwasd1/gwastran/NET/GWAPendingApprove.asp

start Susan Markland Gadget's Custom Pending Trans... training\_Agency... Microsoft Power... ShagB/32 Capt... 9:25 AM

- Go to the bottom or top of the page and click on the **Update** button with the left mouse button.

Approve Non-Expenditure Transfer - Microsoft Internet Explorer

Address: http://gwaod1.gwastran.NET/GWAPendingApprove.asp?ControlNum=(DF7CFA95-0EAC-473C-9030-AE1F23F5A246)

GOVERNMENTWIDE ACCOUNTING & REPORTING **gwa** Modernization

Home > Pending Transactions > Approve Transaction

### Approve Transaction

Treasury Account Symbol (95)11X4122	Legal Authority 2 USC 661(d) - Federal Credit Reform Act of 1990	Control Number (DF7CFA95-0EAC-473C-9030-AE1F23F5A246)	Status Finished
----------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------	--------------------

Borrowing Amount	600.00
Transaction Date (MM/DD/CCYY):	04/26/2002
Effective Date (MM/DD/CCYY):	10/01/2001
Accounting Period(MM/CCYY):	042002
Agency Reference Number:	ABC123
Supplemental Information:	MaturityDate1=09/30/2002; Amount1=600.00; CohortYear1=2001; InterestRate1=5.125
Reason For Rejection:	Select A Rejection Reason
Comment:	

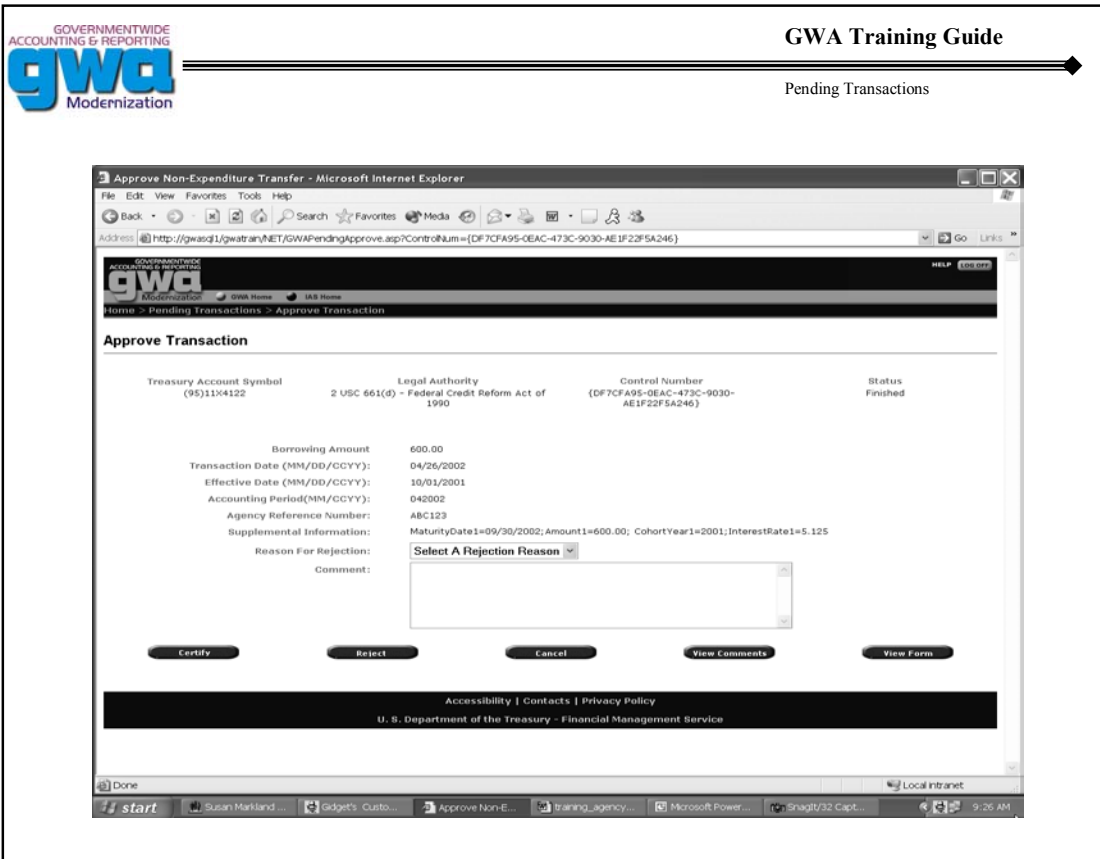
Accessibility | Contacts | Privacy Policy  
U. S. Department of the Treasury - Financial Management Service

Done Local intranet

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After the Update button is clicked, the Approve Transaction screen is displayed.





At the bottom of the screen, five buttons will appear; **Certify** or **Approve** (depending on the users role), **Reject**, **Cancel**, **View Comments** and **View Form**. Below is a description for each of the buttons:

**Certify** or **Approve** - The transaction will be certified/approved by the user when the **Certify** or **Approve** button is clicked.

**Reject** - The transaction will be rejected by the user when the **Reject** button is clicked.

**Cancel** - The transaction can be cancelled by clicking the **Cancel** button - no database updates will be made. If the **Cancel** Button is clicked inadvertently, you may use the Back feature of the web browser and return to the entry screen that will contain all the information you had entered.

**View Comments** – Clicking the **View Comments** button will allow the user to view and/or print comments associated with the transaction

**View Form** - The transaction can be viewed in the 1151 format by clicking on the **View Form** button.

Approve Non-Expenditure Transfer - Microsoft Internet Explorer

Address: http://gwad1/gwastran/NET/GWAPendingApprove.asp?ControlNum={DF7CFA95-0EAC-473C-9030-AE1F22F5A246}

Home > Pending Transactions > Approve Transaction

### Approve Transaction

Treasury Account Symbol (95)11X4122	Legal Authority 2 USC 661(d) - Federal Credit Reform Act of 1990	Control Number (DF7CFA95-0EAC-473C-9030-AE1F22F5A246)	Status Finished
----------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------	--------------------

Borrowing Amount	600.00
Transaction Date (MM/DD/CCYY):	04/26/2002
Effective Date (MM/DD/CCYY):	10/01/2001
Accounting Period(MM/CCYY):	04/2002
Agency Reference Number:	ABC123
Supplemental Information:	MaturityDate1=09/30/2002; Amount1=600.00; CohortYear1=2001; InterestRate1=5.125
Reason For Rejection:	Select A Rejection Reason
Comment:	<input type="text"/>

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- To certify the transaction, click on the **Certify** or **Approve** button

Pending Transactions - Microsoft Internet Explorer

Address: http://gwaad1/gwaad1/NET/GWAPendingTrans.asp?FromUpdate=1

Home - Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DEF7C...	(95) 11X4122	Agency Certified	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	AABB...	(85) 11X4122	Finished	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	D7AA...	(85) 11X4122	Finished	4/25/2002 2:14:14 PM	042002	Repayment Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
<input type="radio"/>	6NAB	(95)	Finished	4/25/2002	042002	Credit Reform	300.00	2 USC 661(d) - Federal Credit	ABC123

Done

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The **Current Status** has changed to **Agency Certified**

Approve Non-Expenditure Transfer - Microsoft Internet Explorer

Address: http://gwad1/gwa/intranet/GWAPendingApprove.asp?ControlNum={AAB0F201-183F-4683-899D-0A5915910618}

GOVERNMENTWIDE ACCOUNTING & REPORTING **gwa** Modernization

Home > Pending Transactions > Approve Transaction

### Approve Transaction

Treasury Account Symbol (05)1104122	Legal Authority 2 USC 661(d) - Federal Credit Reform Act of 1990	Control Number (AAB0F201-183F-4683-899D-0A5915910618)	Status Finished
----------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------	--------------------

Borrowing Amount	600.00
Transaction Date (MM/DD/CCYY):	04/25/2002
Effective Date (MM/DD/CCYY):	10/01/2001
Accounting Period(MM/CCYY):	042002
Agency Reference Number:	ABC123
Supplemental Information:	MaturityDate1=09/30/2002;Amount1=400.00;CohortYear1=2001;SubCohort1=2001; MaturityDate2=09/30/2003;Amount2=200.00;CohortYear2=2001;SubCohort2=2000

Reason For Rejection:

Comment:

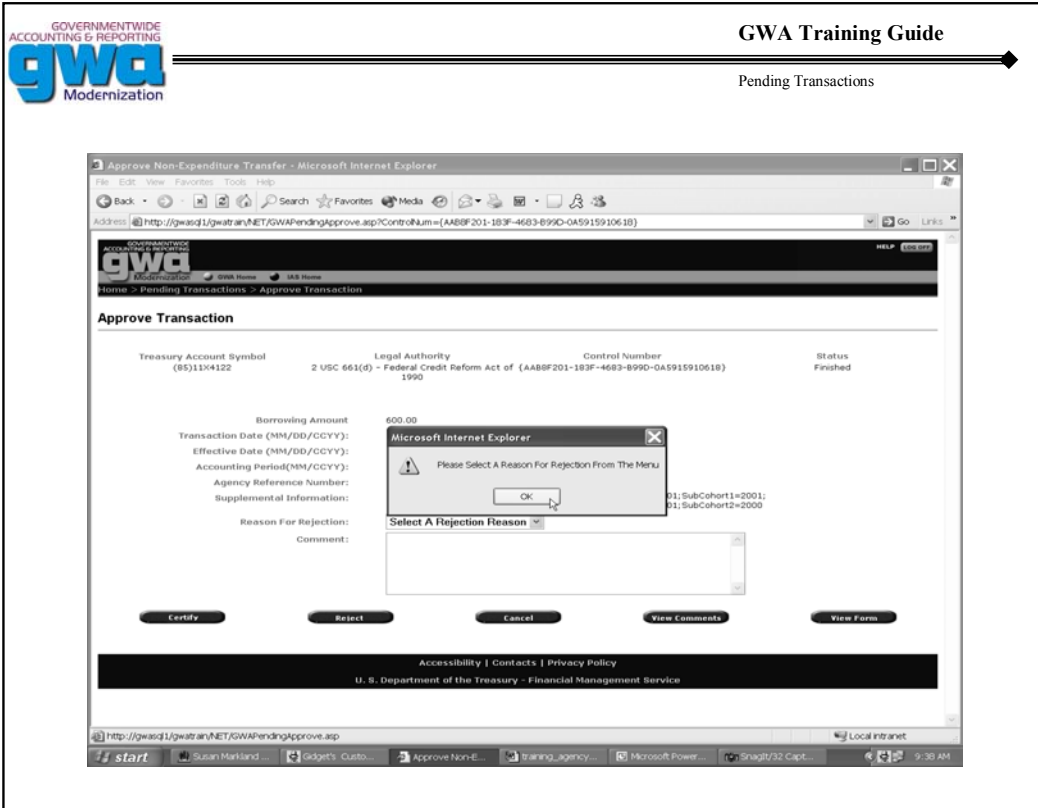
Accessibility | Contacts | Privacy Policy  
U. S. Department of the Treasury - Financial Management Service

http://gwad1/gwa/intranet/GWAPendingApprove.asp

start Susan Markland Gadget's Custo... Approve Non-E... training\_agency... Microsoft Power... Snad/32 Capit... 9:39 AM

- To reject the transaction, click on the **Reject** button

**Note:** When rejecting a transaction, a reject reason is required.



If the Reject button is clicked and a reject reason was not selected, an error message will be displayed.

- Click on **OK** to close the pop-up error message window.

The screenshot shows a web browser window titled 'Approve Non-Expenditure Transfer - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://gwaadl/gwaadl/NET/GWAPendingApprove.asp?ControlNum={AAB8F201-183F-4683-899D-0A5915910618}'. The page header includes the GWA logo and navigation links like 'Home', 'Pending Transactions', and 'Approve Transaction'. The main content area is titled 'Approve Transaction' and contains the following fields:

Treasury Account Symbol (85)11x4122	Legal Authority 2 USC 661(d) - Federal Credit Reform Act of 1990	Control Number {AAB8F201-183F-4683-899D-0A5915910618}	Status Finished
----------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------	--------------------

Below these fields, there are several input fields and a dropdown menu:

- Borrowing Amount: 600.00
- Transaction Date (MM/DD/CCYY): 04/25/2002
- Effective Date (MM/DD/CCYY): 10/01/2001
- Accounting Period(MM/CCYY): 042002
- Agency Reference Number: ABC123
- Supplemental Information: MaturityDate1=09/30/2002; Amount1=400.00; CohortYear1=2001; SubCohort1=2001; MaturityDate2=09/30/2003; Amount2=200.00; CohortYear2=2001; SubCohort2=2000
- Reason For Rejection: **Select A Rejection Reason** (dropdown menu)
- Comment: Other -- See comment

At the bottom of the form, there are five buttons: **Certify**, **Reject**, **Cancel**, **View Comments**, and **View Form**. The footer of the page includes links for 'Accessibility | Contacts | Privacy Policy' and 'U. S. Department of the Treasury - Financial Management Service'.

- To select a reject reason from drop down list, click on the drop down Arrow to the right of the **Reject Reason** box with the left mouse button.

Approve Transaction

Treasury Account Symbol: (05)1104122      Legal Authority: 2 USC 661(d) - Federal Credit Reform Act of 1990      Control Number: (AAB0F201-183F-4683-899D-0A5915910618)      Status: Finished

Borrowing Amount: 600.00  
Transaction Date (MM/DD/CCYY): 04/25/2002  
Effective Date (MM/DD/CCYY): 10/01/2001  
Accounting Period(MM/CCYY): 042002  
Agency Reference Number: ABC123  
Supplemental Information: MaturityDate1=09/30/2002; Amount1=400.00; CohortYear1=2001; SubCohort1=2001; MaturityDate2=09/30/2003; Amount2=200.00; CohortYear2=2001; SubCohort2=2000

Reason For Rejection: **Select A Rejection Reason**  
Comment: **Select A Rejection Reason**  
Other - See comment

**Certify**      **Reject**      **Cancel**      **View Comments**      **View Form**

Accessibility | Contacts | Privacy Policy  
U. S. Department of the Treasury - Financial Management Service

- Next, click on the appropriate reject reason within the drop down list with the left mouse button.

**Note:** If an appropriate reason is not listed, enter an explanation in the **Comment** box. The reject reason and comment will be associated with the transaction. This will provide the preparer with an explanation for the rejection.

The screenshot shows a web browser window titled "Approve Non-Expenditure Transfer - Microsoft Internet Explorer". The address bar shows the URL: <http://gwad1/gwa/an/NET/GWAPendingApprove.asp>. The page header includes the GWA Modernization logo and navigation links like "Home", "Pending Transactions", and "Approve Transaction".

The main content area is titled "Approve Transaction" and contains the following information:

- Treasury Account Symbol: (05)1104122
- Legal Authority: 2 USC 661(d) - Federal Credit Reform Act of 1990
- Control Number: (AAB0F201-183F-4683-8990-0A5915910618)
- Status: Finished
- Borrowing Amount: 600.00
- Transaction Date (MM/DD/CCYY): 04/25/2002
- Effective Date (MM/DD/CCYY): 10/01/2001
- Accounting Period(MM/CCYY): 042002
- Agency Reference Number: ABC123
- Supplemental Information: MaturityDate1=09/30/2002; Amount1=400.00; CohortYear1=2001; SubCohort1=2001; MaturityDate2=09/30/2003; Amount2=200.00; CohortYear2=2001; SubCohort2=2000
- Reason For Rejection: Other -- See comment
- Comment: This transactio is rejected for the training deso.

At the bottom of the form, there are four buttons: "Reject", "Cancel", "View Comments", and "View Form". The "Reject" button is highlighted with a mouse cursor.

The footer of the page includes links for "Accessibility", "Contacts", and "Privacy Policy", and identifies the organization as "U. S. Department of the Treasury - Financial Management Service".

- Click on the **Reject** button with the left mouse button

**Note:** The **Certify** button disappears once a reject reason is selected.



Pending Transactions - Microsoft Internet Explorer

Address: http://gwaad1/gwaad1/NET/GWAPendingTrans.asp?fromUpdate=1

Home > Pending Transactions

### Pending Transactions

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

☒ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DEF7C <sub>ALL</sub>	(95) 11X4122	Agency Certified	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	AAB8 <sub>ALL</sub>	(85) 11X4122	Agency Rejected	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
o	D7AA <sub>ALL</sub>	(85) 11X4122	Finished	4/25/2002 2:14:14 PM	042002	Repayment Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
o	60AB	(95)	Finished	4/25/2002	042002	Credit Reform	300.00	2 USC 661(d) - Federal Credit	ABC123

start Susan Markland ... Gidget's Custa... Pending Transa... training\_agency... Microsoft Power... Snagit/32 Capt... 9:42 AM

The **Current Status** has changed to **Agency Rejected**

**Note:** When a transaction is rejected, only the preparer can change or update the rejected transaction.

**Pending Transactions**

Select a Pending Transaction from the list or enter one or more properties to filter by:

Transaction Type:  Status:  Requires Action:

Dept Reg:  Account:  Legal Authority:

✓ = transaction checked out by another user

Download Options:

Select	Control Number	Account	Current Status	Submission Date	Accounting Period	Transaction Type	Amount	Legal Authority	Agency Ref #
-	DEFCA...	(95) 11X4122	Agency Certified	4/26/2002 10:45:14 AM	042002	Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
-	AAB8...	(85) 11X4122	Agency Rejected	4/25/2002 3:18:01 PM	042002	Repayment Credit Reform Borrowing	600.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	D7AA...	(85) 11X4122	Finished	4/25/2002 2:14:14 PM	042002	Repayment Credit Reform Borrowing	300.00	2 USC 661(d) - Federal Credit Reform Act of 1990	ABC123
○	60AB...	(95)	Finished	4/25/2002	042002	Credit Reform	300.00	2 USC 661(d) - Federal Credit	ABC123

The menu bar can be used to navigate to other area of the system.

- To go back to the GWA Homepage, click on **Home** with the left mouse button.
- To enter a new transaction, click on **New Transaction** with the left mouse button. This will take the user to the New Transaction page.
- To log off the GWA system, click on the **LOG OFF** button that appears in the top right corner of the screen.

FMS Applications - Logon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://gwad1.fmsapps.fgson.asp Go Links

**U.S. Department of the Treasury  
Financial Management Service**


**Applications - Logon**

You must be registered to use this system.

Enter your User ID:

Password:

Logon

 **WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.

**Cookie Policy:** The Department of the Treasury, Financial Management Service Application web sites require and use a temporary cookie for maintaining a connection. This session cookie contains a system generated ID only, is stored in memory and automatically deleted when your browser is closed. Persistent (written to your hard-drive) cookies are also used to maintain optional preferences. These cookies only contain such preference settings; they do not contain uniquely identifying information and are not used for tracking purposes.

Development region: use blank id and password for superuser (please do not change).  
version 20010805

Done Local intranet

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